USL Staff Reports to the State Library Board November 1, 2008 - March 25, 2009

Director's Report Donna Jones Morris/State Librarian

Administration - Major Activities

On February 5th, USL presented the budget to the Economic Development and Revenue Joint Appropriations Subcommittee. Carolyn Bessey introduced the presentation. Donna Jones Morris requested the budget and outlined the USL program with a power point. The committee met at USL and toured the facility. This is the first year that the subcommittee has met at USL.



- o Much of the time since the last board meeting has been spent working on budget cutting scenarios. The Program Managers, Fiscal Manager and I have spent untold hours providing all requested budget cuts to the state. Throughout this budget cutting process there has been particular analysis and consideration of how to cut the budget with the least impact on USL patrons, libraries and the blind and disabled. USL just received our FY2010 budget which includes an 11.2%, \$549,900, General Fund revenue reduction. The budget reduction will significantly impact USL's programs. With the deteriorating economy and the rising number of library patrons, libraries are working hard to meet patron needs. USL service levels will not be the same with the reduced funding, but USL staff is working to deliver the best possible service within the funding allocated.
- Metropolitan Area Library Directors met February 5th at Eccles Library. Sara Wever represented USL.
- Utah Academic Library Consortium met Friday, February 6th at BYU. Donna Jones Morris represented USL.
- o Bessie Oakes and Donna Jones Morris met the evening of Friday, February 6th with the Utah Council for the Blind to address their concerns with security and other issues.
- USL Staff donated \$1580.00 to Rose Park Elementary School for library materials. The funds were raised at USL's annual fund raiser, by selling the "Cookin' by the Book" cookbook with recipes contributed from staff as part of community outreach efforts. Julie Anderson was the leader of this project.
- O Donna Jones Morris attended the Economic Development and Revenue Appropriations Subcommittee meetings the week of January 12th.
- A USL funded State-wide "pilot" study of the economic impact (contribution) of public libraries in Utah resulted in data that shows for every dollar of tax funds spent on public libraries, Utah's citizens receive back \$7.35 of value. The study was conducted by Cedar City Library Director, Steve Decker. Steve Matthews coordinated this project.
- Donna Jones Morris met Friday, February 20th with Salt Lake City and SL County Library directors and the SLC Convention Bureau to encourage the Public Library Association portion of the American Library Association to meet in Salt Lake City in 2016.
- Donna Jones Morris (representing USL), Cheryl Mansen (representing Bookmobiles), Krista Griffiths (representing the Blind Library), Susan Ludington (representing Youth Services), and Juan Lee (representing Underserved Populations) attended the annual UELMA (Utah Educational Media Association) Conference in Ogden in early March.

- Donna Jones Morris provided opening remarks to the conference, and other staff created poster sessions on Services for the Blind and Celebrating of 200 years of Braille; Driven to Read: Connecting with Schools; and Resources for Youth Services at the State Library.
- IMLS awarded 2009 "Connecting to Collections Statewide Planning Grant" (\$40,000) to U of U's Marriott Library. The Utah State Library is one of the partners, along with DCC partners Utah State History, Utah Office of Museum Services and Utah Division of Indian Affairs, along with Utah State Archives, Utah Academic Library Consortium, LDS Church Historical Library.
- o Donna Jones Morris and Steve Matthews attended monthly ULA Legislative Committee meetings and discussed library related legislation.
- O Steve Matthews attended the BCR Board meeting in Aurora, CO, "virtually" on February 27, and reports that BCR continues to meet challenges presented by the significant changes OCLC is making to its business model, and to the recession economy by implementing reorganization and new programs, diversifying its revenue stream, streamlining its business operations to offer more services and products more efficiently and economically, and expanding membership/customer base.
- USL staff worked with Department Facilities Construction and Management and is updating the USL Audio Visual services in the library building. Lisa Nelson is the leader of this current project.
- Library Journal magazine released its new national rating of public libraries, the "LJ Index of Public Library Service", that identifies 256 "star" libraries out of a total 7,115 public libraries it rates. The top libraries in each group get five, four, or three Michelin guide-like stars. Ratings are based on four per-capita service indicators: library visits, circulation, program attendance, and public Internet computer use. Based on FY 2006 public library data released by IMLS in November 2008, five Utah public libraries received national recognition on the LJ list:
 - 5 Stars Lewiston Public Library (\$10K \$49K budget bracket),
 - 5 Stars Salt Lake City Public Library (\$10M \$29M),
 - 4 Stars Milford Public Library (\$50K \$99K),
 - 4 Stars North Logan City Library (\$400K \$999K), and
 - 3 Stars Mt. Pleasant Public Library (\$100K \$199K).

Total Public Library Operating Budgets from Local Sources (Statistical Annual Report of Public Library Service, Utah Dataset, 2003-2007)

Year	Amount	% Change		
2004	\$61,575,540	+2.35%		
2005	\$66,601,561	+8.16%		
2006	\$70,471,560	+5.81%		
2007	\$69,399,710	-1.52%		

Staff Reports Assistant Director/Library Development Cheryl Mansen

Bookmobiles



We are re-equipping the bookmobiles and preparing them to be "full service" mobile libraries. Each of the bookmobiles will be branded with the orange "Driven to Read" design which now includes the Pioneer logo and they are being repainted and repaired. To provide better internet access, all the bookmobiles will have a satellite. The satellite will also be an important part of the new circulation system allowing more "real time" catalog information. Patrons also will be able to access the wireless connection outside a bookmobile when it is parked at a stop. The bookmobile librarians will now be able to place holds, provide better internet access for patron use and offer basic reference services.

Consultants

- Navajo Project Juan Lee, Sara Wever, Doug Livsey and Chad Bartlett, the San Juan Bookmobile librarian are all working with well known Navajo designer Cal Nez to finalize the marketing plans for the project. The project includes a collection of Navajo materials for the San Juan Bookmobile, training for Chad as well as the marketing so the bookmobiles are able to reach this underserved population.
- Certification and Trustee Training and Reporting Consultants are reviewing procedures
 for certifying libraries that reflect the lack of funds during these economic times.
 Proposed revisions in the procedures will be brought to the June State Board meeting. At
 the recommendation of the consultants, USL will provide a certificate of Certification to
 the libraries that are fully certified.
- Steve Matthews has revised and updated the Trustee Training Manual. Steve Matthews is leading the task to create video interviews of prominent Utah library directors and trustees to provide training and insight on the most important issues pertaining to trustees. The interviews will cover topics such as legal responsibilities, advocacy and working with Friends Groups. Steve Matthews, Jeri Openshaw, Craig Neilson and Colleen Eggett are collaborating on the project.
- Juan Lee finished recording a series of Camtasia video clips to assist library directors as they write their Annul Report. He included information that is needed, how to obtain it and how to enter it into the form. This will enable library directors to have training without traveling.
- Youth Services and Summer Reading Susan Ludington has begun a project to provide better Summer Reading programs on USL Bookmobiles. She is working with a small team from the bookmobiles presenting ideas, plans on how to work with local vendors for prizes and preparing handouts. Each bookmobile librarian will be given a packet making it easier to present a great summer reading program.
- o LSTA Grants USL received 21 grants for Spring of 2009. There are 14 mini grants \$10,000 and under and 7 regular grants over \$10,000 for a total request of \$275,065.

The projects include books for the jail library, playaways and several technology requests including a cart with projector, computer, and scanner and to enhance storytimes and allow more children to really see the book.

Rule Changes

In response to H.B. 63 from the 2008 General Session, the agency is required to change the code citations to match the recodification of Title 63, which simply changed the statute number system, thus requiring USL to revise its citations within the Rule.

R223-1. Adjudicative Procedures.

R223-1-1. Authority and Purpose.

The State Library Division, ..., hereby declares, in accordance with Utah Code Annotated Section <u>63G-4-202</u>, that all programs, actions, or proceedings carried out under the authority of the State Library Division by State Library Division personnel ... shall be conducted informally [as opposed to formal adjudication]

Utah State Library Division has determined that it should not be "interpreting" State statute for local libraries, therefore the rule was rewritten to simplify its procedures and process to fulfill its obligations under State statutes regarding a library's Internet and Online Access Policy. A local public library is an independent legal jurisdiction that is obligated to apply State statutes as it determines appropriate. The existing Rule 223-2 is too proscriptive, and exceeds the basic requirements of Section 9-7-217, *UCA*. This change will make this Rule explicit and specify the appropriate procedures for compliance by all local libraries accepting State funds, so that local libraries will consult their legal advisor for local interpretation and implementation in its Internet and Online Access Policy. Libraries will affirm to USL that they are in compliance with State statute, and the penalty for non-compliance, as determined by a court ruling, is loss of State funds.

R223-2. Public Library Online Access for Eligibility to Receive Public Funds. R223-2-1. Authority and Policy.

- (1) The Utah State Library Division, ... hereby adopts this rule in accordance with Sections 63G-4-202 et seq., and 9-7-213, 9-7-215, 9-7-216, and <u>9-7-217</u>, *UCA*, for the purpose of determining public library eligibility to receive state funds.
- (2) For a public library that offers public access to the Internet to <u>qualify and</u> retain eligibility to receive state funds, the Library Board shall adopt and enforce a Policy that meets the process and content standards defined in <u>Section</u> 9-7-216, <u>UCA</u>. etc.

Utah State Library Financial Report Bela Vastag

			% of Year:	67%
	Original	Current		
	FY 2009	FY 2009	FY 2009	%
Expenditures	Budget	Budget	YTD Feb	Spent
Personal Services	4,733,500	4,644,800	2,756,360	59%
Travel / In State	52,800	46,100	25,454	55%
Travel / Out State	48,300	28,300	11,920	42%
Current Expense	2,882,100	2,777,000	2,075,638	75%
Data Proc Current Expense	217,700	162,800	85,754	53%
Capital Expend	10,000	10,000	49,440	494%
Pass Through Grants	1,261,900	1,225,600	299,298	24%
Grand Total	9,206,300	8,894,600	5,303,864	60%

^{* \$49,440} for a Braille printer ordered in FY 2008 but not received until FY 2009.

Expenditures By Program	Original FY 2009 Budget	Current FY 2009 Budget	FY 2009 YTD Feb	% Spent
Library Administration	1,847,600	1,816,200	1,229,756	68%
Library for the Blind & Disabled	1,825,600	1,781,600	1,160,377	65%
Library Development	1,008,100	926,500	526,592	57%
County Bookmobile Libraries	1,435,900	1,400,900	905,681	65%
LSTA Grants	672,800	672,800	270,612	40%
Library Resources	1,762,500	1,694,800	1,176,969	69%
Uplift Continuing Education	88,700	65,000	33,876	52%
Community Library Enhancement Funds	565,100	536,800	0	0%
Grand Total	9,206,300	8,894,600	5,303,864	60%

The State Library's FY 2009 budget has been cut twice by the Legislature - \$158,700 in S.B. 2001 on 10/15/2008 and \$153,000 in H.B. 3 on 2/9/2009 - for a total reduction in General Funds of \$311,700.

H.B. 3 included \$141,900 of one-time General Fund "backfill" for the FY 2009 budget which means that the State Library's base budget for FY 2010 was cut \$453,600.

S.B. 2 cut the State Library's FY 2010 budget an additional \$141,300 bringing the total cuts for FY 2010 to \$594,900.

Marketing and Public Relations Jeri Openshaw

LIBRARY FOR THE BLIND AND DISABLED - Developed a new Public Service Announcement for dyslexia and young patrons which aired on FOX 13 for three months at a much reduced rate. Conducted new half-hour interview segments for the "Radio Waves-Making Connections for Utah's Blind and Disabled community" radio program on the Radio Reading Service Making plans for an art exhibit to be held at the Rio Grande depot, it will feature works by blind and disabled artists of all ages. More information to come

- UTAH LEGISLATURE Prepared a PowerPoint Presentation for the USL Legislative Appropriations Committee meeting Attended Cultural Alliance meeting during legislative session
- KUED READING MARATHON Participated in 2009 Curious George reading marathon sponsored by KUED. This year over 3,000 children and their parents attended. USL used Curious about Braille and used the Braille alphabet cards and bookmarks and had Michael Harris read books in Braille which was very popular and successful.
- GOVERNOR'S LITERACY COMMISSION Working with Commission on a USL partnership on many projects including the Summer Reading Program and helped in designing Summer Reading calendar for Literacy Commission.
- UTA FRONTRUNNER ADS/PIONEER Completed run of ads for PIONEER on 20 FRONTRUNNER Trains with Ruth Todd and Dick Nourse. The ads ran for over three months and PIONEER is still getting hits on the web site as a result.
- DISNEY RADIO Met with Missy Ajax from Disney Radio who wants to partner somehow with the Library for the Blind and Disabled More meetings are planned to hammer out details.
- WE SHALL REMAIN Working with KUED and other agencies including DCC on the We Shall Remain Native American documentary project USL bookmobiles will be involved with storytelling and exhibits.
- TRUSTEE TRAINING VIDEO Working to create a DVD with information specifically for library trustees – the video will include responsibilities, roles, challenges, accomplishments and more



pioneer.utah.gov/h

Blind and Disabled Program Bessie Oakes

- Mike Brewer, Warehouse Manager, retired December 15th. This position will not be replaced. Scott Brooks, Electronics Supervisor, assumed supervisor duties of warehouse facility and staff.
- With the retirement of Warehouse Manager, Mike Brewer, considerable management time has been spent reorganizing and planning the most effective way to manage the warehouse, with less staff and many demands.
- Ashley Evanson, reporter for <u>LDS Living Magazine</u> worked with Jeri Openshaw to interview Lisa Nelson and Bessie Oakes about the volunteer services for the Blind and Visually Impaired program: http://ldslivingonline.com/
- Donna Jones Morris, Bessie Oakes and Scott Brooks met with corrections' management to start the process of building a new facility at corrections for the Reading Room for the Blind.
- Lisa Nelson and Doug Livsey worked on a pilot blind material "Deposit Collection Program" for the Bookmobile Program. Large print books were circulated in Sanpete County. The program was so successful that it may now expand to other bookmobiles.
- o Milton Breinholt, warehouseman retired on February 26th.
- Scott Brooks attended the National Library Service Audio and Equipment Ad Hoc Committee, representing the Western Conference libraries, in Washington D.C.
- With Georgia completing their Braille contract, all 21 States renewed and will be receiving services from USL.

Digitization Project Update

- o An encoder unit has been installed in the Radio Reading Service and is being used to transmit the broadcast signal via internet to KBYU. The contract for web streaming the program for the Radio Reading Service is under negotiation.
- o The Library has received information for National Library Service the initial digital players will be shipped to the test libraries, which Utah is one in March Planning has began with staff on the pre-launch of the new players.
- o The sole source contracts for the digital format cartridge and containers are in place. An order will be placed as soon as the vendor makes them available to the libraries.

Library Resources Program Craig Neilson



Is it the end of the world as we know it? The plunging economy's reverberations have had a negative impact on libraries, and the future looks even bleaker. Academic libraries have experienced layoffs and furloughs, and public libraries are facing severe budget cuts in the coming fiscal year. Conversely, news reports continue to highlight the increased use of public libraries during this economic downturn.

The Stimulus Package passed by Congress provides several funding opportunities for libraries, including a grant program to provide improved internet access, particularly for libraries in rural areas. The State Fiscal Stabilization Fund could be directed by the Governor to public libraries. The Senior Community Service Employment program provides funds for seniors at public and non-profit facilities, including public libraries. And the Rural Community Facilities Program provides funds for rural facilities.

The State Legislature has cut funding substantially going into FY2010. These funding cuts will affect most grant programs, Pioneer databases, and training.

Grants & Funding

The process for distributing **Community Library Enhancement Funds** (CLEF) to eligible public libraries has begun with the contract process. Each certified library receives a portion of the fund pot (currently \$565,000) based on their population, need (as measured by the median household income of the jurisdiction), and effort (as measured by their dollars per capita) budget. This year **Salem** joins the certified library community. Budget reductions will affect CLEF funds in FY2010.

CLEF funds affect a lot of Utah residents and will be critical to libraries as increasingly difficult times loom ahead. In addition, substantially maintaining this pot of funds is essential to maintaining the integrity of our certification process.

Salem Public Library

Population 5903 Median Family Income \$57,557 (State Median \$60,564) Budget \$60,855 (\$10.31 per capita)

Government Information

<u>http://publications.utah.gov</u> continues to grow in size. The off-site hosting model for the database has been upgraded in order to provide more flexibility and room for customization. Agencies can submit publications directly with a simplified form. Search boxes are available for agencies to place directly on their websites. The site contains full access to the *Utah Historical*

Quarterly and Utah Public Health publications built through a partnership with the Utah Department of Health and the Spencer S Eccles Health Sciences Library at the University of Utah.

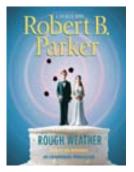
Stay up to date on State Publications activities by going to http://utahhive.blogspot.com/

Stats

User Accesses of Digital Library – 14,502 (est FY2009) Publications Added – 628 (est FY2009) Percentage of the "State Publications Universe" = 16%

Pioneer

We recently conducted a 3 month ad campaign on FrontRunner.



The selection of audiobooks continues to be very popular. The collection includes very popular best sellers, as well as a wide selection of fiction and non-fiction.

Stats

Searches – 1,012,583 (est FY2009) Results – 692,089 (est FY2009) 53,465 AudioBooks downloaded (est FY2009)

Training

Recent library training topics included book repair, administration / management, Pioneer databases, and building a website. Budget reductions will mean the elimination of mileage

reimbursement for most trainings, and alternate methods of training delivery, including regional trainings and webbased training.

Stats

Contact Hours – 6516 (est FY2009)

Library Website

The State Library has a new website, updated to reflect current Department standards. http://library.utah.gov/



Open Source

Academic libraries have decided not to enter into open source ILS development. The University of Utah, which tested the open source *Evergreen* has elected to contract with *Ex Libris* for service to all U of U libraries and CEU. Grand County Public Library has begun open source ILS implementation (Koha). With K12 the story is different. Thanks to the efforts of Cory Stokes and the folks in Washington County, Koha is really catching on. The following schools either have installations now or will have over the summer if they receive LSTA funding:

Valley High	Boulder Elementary
Belknap Elementary	Milford High
Piute High	Circleville Elementary
North Sanpete High	Kanab Elementary
Valley Elementary	Big Water School
	Belknap Elementary Piute High North Sanpete High

Escalante Elementary
Panguitch Elementary
Antimony Elementary
Southwest Eduction Academy
Fairveiw Elementary
Mt. Pleasant Elementary

Escalante High
Panguitch High
Minersville Elementary
Escalante Valley Elementary
Fountain Green Elementary
Spring City Elementary

Bryce Valley Elementary Panguitch Middle School Beaver High School SEDC office Moroni Elementary North Sanpete Middle